How Do I...

communicate with the Academic Program & Standards Committee
Brenda Bretz (x1587)

get answers to Academic Standards questions
Academic Standards Subcommittee – Brenda Bretz (x1587)

get help with advising
Damon Yarnell (x1080)

get information on the Arts Award
John Henson (x1434)

get an answer to a departmental budget question
Margaret Stafford (x8321), John Henson (x1434)
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
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<tbody>
<tr>
<td>How Do I get in touch with the College Deans</td>
<td><a href="mailto:collegedeans@dickinson.edu">collegedeans@dickinson.edu</a></td>
</tr>
<tr>
<td>get information on Conflict Mediation</td>
<td>Shalom Staub (x8917)</td>
</tr>
<tr>
<td>get information regarding Continuing Education</td>
<td>Karen Weikel, Registrar (x1315)</td>
</tr>
<tr>
<td>get digital/technology project information</td>
<td>Media Center x1223 <a href="http://www.dickinson.edu/homepage/560/media_center">http://www.dickinson.edu/homepage/560/media_center</a></td>
</tr>
<tr>
<td>get help with desktop computer, computing password, new computer/software requests, smart classroom, or any learning space technology problems</td>
<td>Call the Helpdesk (x1000) <a href="http://www.dickinson.edu/info/20198/technology_services/2232/training_and_tutorials/12">http://www.dickinson.edu/info/20198/technology_services/2232/training_and_tutorials/12</a> <a href="http://www.dickinson.edu/homepage/275/technology">http://www.dickinson.edu/homepage/275/technology</a> <a href="http://www.dickinson.edu/info/20392/academic_technology/2230/course_support_training_catalog/9">http://www.dickinson.edu/info/20392/academic_technology/2230/course_support_training_catalog/9</a></td>
</tr>
<tr>
<td>get information regarding copyright permission</td>
<td>On-line Form, <a href="http://libguides.dickinson.edu/copyright">http://libguides.dickinson.edu/copyright</a></td>
</tr>
<tr>
<td>get support to develop new curricular ideas</td>
<td>Brenda Bretz (x1587)</td>
</tr>
<tr>
<td>help a student find out more about careers</td>
<td>Career Center (x1740) <a href="http://www.dickinson.edu/student-life/resources/career-center/">http://www.dickinson.edu/student-life/resources/career-center/</a></td>
</tr>
<tr>
<td>help a student with a mental health question or problem</td>
<td>Wellness Center (x1485) <a href="http://www.dickinson.edu/info/20243/wellness_center/1590/counseling_and_psychiatric_services">http://www.dickinson.edu/info/20243/wellness_center/1590/counseling_and_psychiatric_services</a></td>
</tr>
<tr>
<td>obtain information about Moodle</td>
<td>HelpDesk x1000 <a href="http://www.dickinson.edu/info/20198/technology_services/2232/training_and_tutorials/5">http://www.dickinson.edu/info/20198/technology_services/2232/training_and_tutorials/5</a></td>
</tr>
<tr>
<td>propose a new course</td>
<td>Brenda Bretz (x1587) <a href="http://www.dickinson.edu/academics/resources/apsc/">http://www.dickinson.edu/academics/resources/apsc/</a></td>
</tr>
<tr>
<td>see how many students are enrolled in my course</td>
<td><a href="http://www.dickinson.edu/info/20088/registrar_s_office/388/faculty_faqs">http://www.dickinson.edu/info/20088/registrar_s_office/388/faculty_faqs</a> If you need more information, see Faculty &amp; Staff link at <a href="http://www.dickinson.edu/info/20088/registrar_s_office/541/faculty_and_staff">http://www.dickinson.edu/info/20088/registrar_s_office/541/faculty_and_staff</a></td>
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<tr>
<td>deal with a suspected case of plagiarism and/or cheating</td>
<td>Elizabeth Farner (x1556) is the contact person for both academic and social violations. She can direct you about the steps to take and also who to talk with if you simply want some advice and counsel. <a href="http://www.dickinson.edu/info/20273/dean_of_students">http://www.dickinson.edu/info/20273/dean_of_students</a> <a href="http://www.dickinson.edu/info/20273/dean_of_students/1138/conduct_resources_for_faculty_staff_and_administrators">http://www.dickinson.edu/info/20273/dean_of_students/1138/conduct_resources_for_faculty_staff_and_administrators</a></td>
</tr>
<tr>
<td>help a student with a learning disability</td>
<td>Marni Jones, Advising Office (x1080)</td>
</tr>
<tr>
<td>conduct a departmental evaluation</td>
<td>Brenda Bretz (x1587)</td>
</tr>
<tr>
<td>find out when my next sabbatical/evaluation is</td>
<td>John Henson (x1434)</td>
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<tr>
<td>find funding (internal or external) for my scholarship</td>
<td>Internal – Cheryl Kremer (x1098); External – Cheryl Kremer, Glen Peterman, Ben Sweger</td>
</tr>
<tr>
<td>Task</td>
<td>Contact</td>
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<tr>
<td>get information on the Ganoe Award</td>
<td>John Henson (x1434), Jann Ernst (x1296)</td>
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<tr>
<td>communicate with the Global Engagement Adhesive Committee (Subcommittee)</td>
<td>Samantha Brandauer (x1985)</td>
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<tr>
<td>get information on the Glover Memorial Lecture</td>
<td>Physics Department (x1413)</td>
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<tr>
<td>get answers to questions about Dickinson semester and academic year programs</td>
<td>Samantha Brandauer (x8068)</td>
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<tr>
<td>get information about education abroad program curricula, proposing new programs or initiatives, applications, resident director cycle, etc.</td>
<td>Samantha Brandauer (x1985)</td>
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<tr>
<td>get information about advising students for Dickinson partner programs or the CGSE application process</td>
<td>Kristine Barrick (1342)</td>
</tr>
<tr>
<td>get information regarding reimbursements from or financial questions about CGSE</td>
<td>Kristy Holmes (x1133)</td>
</tr>
<tr>
<td>get information regarding summer and January study abroad programs</td>
<td>Moira Kelley (x8192)</td>
</tr>
<tr>
<td>get information related to international students and scholars or visiting War College students; War College Fellows Program</td>
<td>Global Education (x1341)</td>
</tr>
<tr>
<td>get support for international events and programs on campus</td>
<td>Leslie Miller (x1341)</td>
</tr>
<tr>
<td>get information regarding U.S. visas and immigration policies for international visitors/scholars</td>
<td>Global Education (x1341) [<a href="http://www.dickinson.edu/info/20056/center_for_global_study_and_engagement/2311/j-1-visa-eligibility-and-the-two-year-rule">http://www.dickinson.edu/info/20056/center_for_global_study_and_engagement/2311/j-1-visa-eligibility-and-the-two-year-rule</a>]</td>
</tr>
<tr>
<td>hire a new faculty member</td>
<td>John Henson (x1434) Hiring Protocols</td>
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<tr>
<td>hire an adjunct</td>
<td>John Henson (x1434)</td>
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<tr>
<td>communicate with the Institutional Review Board</td>
<td>Shawn Bender, IRB Chair (x1817); Glen Peterman (x1165)</td>
</tr>
<tr>
<td>get official College statistics such as faculty or student counts, or demographics</td>
<td>Institutional Research (x1097) [<a href="http://www.dickinson.edu/about/offices/institutional-research/">http://www.dickinson.edu/about/offices/institutional-research/</a>]</td>
</tr>
<tr>
<td>help a student develop an internship</td>
<td>Amity Fox, Internship Coordinator, Career Center (x1740)</td>
</tr>
<tr>
<td>get information on Learning Communities</td>
<td>Shalom Staub (x8917)</td>
</tr>
<tr>
<td>arrange library instruction for my class</td>
<td>Your Library Liaison [<a href="http://lis.dickinson.edu/Library/Research/libraryliaisons.htm">http://lis.dickinson.edu/Library/Research/libraryliaisons.htm</a>]</td>
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<tr>
<td>ask a librarian a reference question</td>
<td>x1397, [<a href="http://lis.dickinson.edu/Library/Research/libraryliaisons.htm">http://lis.dickinson.edu/Library/Research/libraryliaisons.htm</a>]</td>
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<tr>
<td>contact the Library Circulation Desk</td>
<td>x1397</td>
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<tr>
<td>Task</td>
<td>Contact Information</td>
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<tr>
<td>Get library event and exhibit information</td>
<td>x1871</td>
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<tr>
<td>Make library classroom reservations</td>
<td>Conference Office (x1900), <a href="mailto:case@dickinson.edu">case@dickinson.edu</a></td>
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<tr>
<td>Place items on library reserve</td>
<td><a href="http://lis.dickinson.edu/Library/FacultyServices/Reserves/index.html">http://lis.dickinson.edu/Library/FacultyServices/Reserves/index.html</a></td>
</tr>
<tr>
<td>Request an item to be purchased for the library collection</td>
<td>Your Library Liaison, <a href="http://lis.dickinson.edu/Library/Research/libraryliaisons.htm">http://lis.dickinson.edu/Library/Research/libraryliaisons.htm</a></td>
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<tr>
<td>Get information on the Morgan Lecture</td>
<td>Clarke Forum (x1875)</td>
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<tr>
<td>Get info regarding New Faculty Orientation</td>
<td>John Henson (x1434)</td>
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<tr>
<td>Get information on the Pflaum Lecture</td>
<td>History Department (x1521)</td>
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<tr>
<td>Get information on the Priestley Award</td>
<td>Clarke Forum (x1875)</td>
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<tr>
<td>Get help with parent phone calls/student problems and inquiries</td>
<td>Advising Office (x1080)</td>
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<tr>
<td>Get information on the Roberts Lecture</td>
<td>Classics Department (x1493)</td>
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<tr>
<td>Get information on the Benjamin Rush Award</td>
<td>Clarke Forum (x1875)</td>
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<tr>
<td>Communicate with the Research &amp; Development Committee</td>
<td>Cheryl Kremer (x1098)</td>
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<tr>
<td>Get answers to questions about recommendations for jobs, grad school, or law school</td>
<td>Career Center (x1740)</td>
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<tr>
<td>Involve a student in my research</td>
<td>Cheryl Kremer (x1098)</td>
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<tr>
<td>Communicate with the Science Executive Committee</td>
<td>John Henson (x1434)</td>
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<tr>
<td>Explore service learning opportunities</td>
<td>Shalom Staub (x8917)</td>
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<tr>
<td>Get information regarding Summer School</td>
<td>Karen Weikel, Registrar (x1315)</td>
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<tr>
<td>Get help with scholarship programs (Fulbright, Rhodes, etc.)</td>
<td>Damon Yarnell (x1080), <a href="http://www.dickinson.edu/info/20195/provost_and_dean_of_the_college/1159/advisors_and_coordinators">http://www.dickinson.edu/info/20195/provost_and_dean_of_the_college/1159/advisors_and_coordinators</a></td>
</tr>
<tr>
<td>Get help with student worker questions or problems</td>
<td>Heather Dunn, Student Employment Coordinator (x1740)</td>
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<tr>
<td>Get information about and reserve student study rooms</td>
<td><a href="http://lis.dickinson.edu/Library/StudentServices/Policies/studyrooms.htm">http://lis.dickinson.edu/Library/StudentServices/Policies/studyrooms.htm</a></td>
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<tr>
<td>Propose a first-year seminar</td>
<td>Noreen Lape (x1904)</td>
</tr>
<tr>
<td>Get information regarding transfers and withdrawals</td>
<td>Class Deans: <a href="mailto:collegedeans@dickinson.edu">collegedeans@dickinson.edu</a></td>
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<tr>
<td>Get help with tutoring</td>
<td>Advising Office (x1080)</td>
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<tr>
<td>Get support for travel to conferences</td>
<td>Research and Development Committee</td>
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</tbody>
</table>
| Help a student with **writing** | [Noreen Lape](http://www.dickinson.edu/academics/resources/writing-program/content/Writing-Center/) Director of the Writing Program, (x1904)  
http://www.dickinson.edu/academics/resources/writing-program/content/Multilingual-Writing-Center/ |
|---------------------------------|----------------------------------------------------------------------------------|
| Learn more about our **writing program** and **writing intensive courses** | [Noreen Lape](http://www.dickinson.edu/academics/resources/writing-program/content/Writing-Center/) Director of the Writing Program, (x1904)  
http://www.dickinson.edu/academics/resources/writing-program/content/Multilingual-Writing-Center/  
http://www.dickinson.edu/academics/resources/bulletin/Writing-Program/  
http://www.dickinson.edu/academics/resources/writing-program/content/Writing-Intensive-Courses |
| Get information regarding **Title IX** | [Joyce Bylander](http://www.dickinson.edu/academics/resources/writing-program/content/Writing-Intensive-Courses), Title IX Coordinator (x1392) |